

## PPS Instructions:

1. Open your preferred browser and enter <https://pps.voice.isc.upenn.edu/> - you will need to authenticate with your PennKey credentials
2. Your screen will then display your current VOIP phoneset settings (see below)
3. Scroll down to Call Forward All

### Features and Voice Mail Settings - 215-898-5981

Your current PennNet Phone services are listed below. You can change your selections at any time. Changes will take place immediately after clicking the submit button unless the setting is marked as "Handset restart required".

#### PennNet Phone Settings

**Advance One** ⓘ

Advance One:  on  off \* When on, Call Forward on Busy & No Answer will not work.

Destination Number ⓘ:  \* 5 digit PennNet Phone Number

**Call Forward All** ⓘ

Call Forward All ⓘ:  on  off  scheduled

Call Forward All Destination ⓘ:  ⓘ (see valid formats...)

\* The call forward all destination number may be displayed to other PennNet Phone subscribers when this feature is enabled.

**Call Forward on No Answer** ⓘ

Call Forward on No Answer ⓘ:  on  off \* Incoming calls are forwarded if your number doesn't answer.

Call Forward on No Answer Destination ⓘ:  ⓘ (see valid formats...)

**Caller ID** ⓘ

Reject Anonymous ⓘ:  on  off \* When on, incoming calls without sending caller ID are ignored.

Blocked Caller ID ⓘ:  on  off \* When on, your caller ID is not sent when you place calls.

Blocked Callers List ⓘ:

\* Enter one of the following on each line:  
1) A 10 digit phone number (ie: 215-867-5309)  
2) A 6 digit Area Code + Exchange Code on each line (ie: 215-555 or 215-555-XXXX)

PennNet Phone Numbers cannot be blocked.  
Blocking of an entire Area Code is not supported.

**Ring Settings** ⓘ

Ring Duration ⓘ:  seconds (must be between 8 to 48 seconds)

\* How many seconds the handset rings until Voice Mail, Call Forward on No Answer, or Advance One.

**Music on Hold** ⓘ

Music on Hold ⓘ:  on  off ⓘ Handset restart required after change.

Music Source ⓘ:  ⓘ Handset restart required after change.

Enter the forwarding destination

#### Voice Mail Settings

**Voice Mail Delivery Method** ⓘ

1 - Telephone only.  
\* Notification of messages via indicator light on handset and icon on telephone display and stutter dial tone is heard when the handset is lifted. Messages managed by telephone.

2 - Telephone and email notification.  
\* Notification of messages sent to email account and via indicator light on handset and icon on telephone display and stutter dial tone is heard when the handset is lifted. Messages managed by telephone.

3 - Email only.  
\* Messages delivered via email, voice recording is attached to the email message. Messages managed by email, no access to messages by telephone.

4 - Email and telephone.  
\* Messages delivered via email and Notification of messages via light on handset and icon on telephone display and stutter dial tone is heard when the handset is lifted. Messages managed by email and telephone.

**Email Address for Voice Mail Delivery** ⓘ

ⓘ

\* Full email address such as pennuser@pobox.upenn.edu

Enter your email address

4. You can also enter your email address to select to have your messages delivered to your email account
5. Click the Submit button to accept your changes